

# POSITION DESCRIPTION (Please Read Instructions on the Back)

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Noncompetitive promotion potential to the GS-13 level, PN: S000329						<b>3. Service</b> <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b>		<b>5. Duty Station</b>		<b>1. Agency Position No.</b> S000333	
<b>7. Fair Labor Standards Act</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						<b>11. Position Is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					
<b>13. Competitive Level Code</b> FPL: 13						<b>14. Agency Use</b>							
<b>15. Classified/Graded by</b>		<b>Official Title of Position</b>				<b>Pay Plan</b>	<b>Occupational Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date</b>			
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Information Technology Specialist				GS	2210	12	jh	4-8-09			
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
<b>16. Organizational Title of Position (if different from official title)</b> Computer Forensics Specialist						<b>17. Name of Employee (if vacant, specify)</b>							
<b>18. Department, Agency, or Establishment</b> Department of the Interior						<b>c. Third Subdivision</b>							
a. First Subdivision U.S. Fish and Wildlife Service						<b>d. Fourth Subdivision</b>							
b. Second Subdivision Office of Law Enforcement						<b>e. Fifth Subdivision</b>							
<b>19. Employee Review-</b> This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
<b>20. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Juliana Scully Division Chief, Office Of Law Enforcement							
Signature _____ Date _____						Signature _____ Date 11-12-08							
<b>21. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						<b>22. Position Classification Standards Used in Classifying/Grading Position</b> JFS, Administrative Work in the Information Technology Group, GS-2210, Revised August 2003							
Typed Name and Title of Official Taking Action Joyce M. Hayes Human Resources Specialist						<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date 4-8-09													
<b>23. Position Review</b>		<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>		
a. Employee (optional)													
b. Supervisor													
c. Classifier													
<b>24. Remarks</b> Background Investigation: MBI Drug Testing: No This SPD is approved for Service-wide use													
<b>25. Description of Major Duties and Responsibilities (See Attached)</b>													

**U.S. Fish and Wildlife Service  
Office of Law Enforcement**

**Information Technology Specialist  
GS-2210-12  
PN: S000333**

[Organizational title: Computer Forensics Specialist]

**Introduction**

The Office of Law Enforcement's (OLE) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. OLE works in partnership with Federal, international, state, tribal, and local counterparts. Currently, a variety of new challenges and trends complicate this work. Population pressures, more accessible international travel and trade, frequent work with non-English speakers, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

Future work requires increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence and the ability to make risk assessments in order to focus inspections and investigations. OLE must expand partnerships, as well as increase the use of multi-agency and multi-function teams to accomplish high-risk, high-impact investigations.

This is a new position and is a key component supporting OLE's strategic goal to utilize innovative technology and investigative techniques to uncover and document illegal activity. This position is located on the Regional staff. This position is substantially similar to and has developmental potential to the full performance level of GS-13. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. Conducts, coordinates or advises on investigations where a computer is used in the commission of a crime covered by the laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service. The incumbent testifies in court or administrative proceedings regarding computer and computer-related evidence. Frequent travel is required.

**Major Duties**

- Leads, and coordinates the development, modification and verification of new programs, plans, policies, standards and techniques, often with other local, state, federal and international recognized authorities, to advance the science of digital forensics in support of wildlife law enforcement investigations throughout the United States.
- Reviews and interprets new and established laws, regulations, and procedures regarding electronic evidence seizure, collection, preservation, and control and makes decisions and recommendations, and develop guidance and procedures that may significantly influence important law enforcement policies and programs.
- Evaluates the impact of rapid technological changes in digital hardware and software, and design and develop new forensic procedures and capabilities in the analysis of electronic evidence to meet current and future law enforcement and analytical

requirements, as well as meeting national crime laboratory accreditation standards, and to withstand the scrutiny of intense cross-examination in a courtroom environment.

- Applies new developments in digital forensic analysis to previously unsolved analytical problems.
- Assigns, coordinates, and reviews the casework of subordinate forensic specialists assigned to the incumbent.
- Independently conducts forensic examination of highly complex and difficult electronic evidence items utilizing sound judgment in interpreting and adapting existing methods, or use innovative and novel procedures such that they apply to non-standard items.
- Testifies in criminal court proceedings and civil administration hearings as an expert witness for the Government in his/her area of expertise.
- Develops ways of interpreting and reporting analytical findings for rapid utilization by law enforcement personnel.
- Serves as a technical expert for crime scene searches concerning electronic evidence.
- Analyzes and evaluates electronic evidence, ensures protection and control of evidence, and provides advice and guidance to investigators and/or prosecutors.
- Prepares authoritative oral and written reports to investigators, U.S. attorneys, OLE managers, and others in the LE community which convey the opinions and findings of the incumbent as determined through detailed examination.
- Builds partnerships with counterparts in other Regions, Federal, State, and local technical community, and the law enforcement forensics community.
- Conducts specialized studies and analyses to identify systemic issues, on specific threats or target organizations, or trends affecting wildlife protection and law enforcement.
- Provides input on strategic planning for forensics work to regional management.
- Provides training and guidance to lower graded computer forensics specialists, investigators, inspectors, and other team members on investigation projects.
- Performs other related duties as assigned.

#### **Factor 1. Knowledge Required.**

Comprehensive knowledge of the concepts, principles, practices, and laws of forensic computer science.

Strong communication skills, verbal and written, to conduct negotiations, research and prepare investigative and forensic analysis and reports.

Thorough knowledge of the principles, theories, concepts and practices in the examination of computers and computerized evidence.

Skill in analyzing and interpreting data necessary to analyze potential evidence.

Thorough knowledge of fish and wildlife laws, rules, and regulations, including import and export and search and seizure, particularly those governing computers and computerized evidence.

Thorough knowledge of operational systems capabilities and limitations and other technology related to computers and computer networks.

Skill in using electronic data systems to collect intelligence, obtain information and documents, and prepare and present court exhibits and evidence.

## **Factor 2. Supervisory Controls.**

The immediate supervisor establishes overall goals and resources available. The employee and supervisor, in consultation, develop general objectives, projects, work to done, and deadlines for planning and completing work with significant independence. The incumbent is expected to be technically authoritative regarding computers and computer systems, conduct of investigations and the facts and evidence supporting prosecution regarding computers and computerized evidence. The supervisor is consulted for potentially controversial matters. Performance is assessed on the basis of results.

## **Factor 3. Guidelines.**

The laws, regulations, policies and procedures governing the U.S. Fish and Wildlife Service provide general guidance, along with technical information related to computers. The employee uses technical expertise, experience and judgement to integrate and apply to each assignment. The employee is expected to use initiative in developing operating procedures and instructions which deviate from traditional methods or when developing new methods.

## **Factor 4. Complexity.**

The incumbent is assigned complex and highly sensitive investigations regarding electronic evidence involving other Federal, State or other agencies. The frequent advances in information technology hardware and software significantly complicate the work.

## **Factor 5. Scope and Effect.**

The work involves ensuring compliance and criminal investigations into compliance with laws, regulations, policies and procedures of the U.S. Fish and Wildlife Service related to computer forensics and rules of electronic evidence. The work impacts importation, exportation, and interstate commerce of fish and wildlife.

The work has economic impact on related businesses and industries, as well as fish and wildlife resources internationally. Application of this specialized knowledge significantly impacts OLE's ability to pursue investigations regarding complex organizations and organizational alignments.

## **Factor 6. Personal Contacts.**

Personal contacts are with other Federal, State and local investigative agencies, foreign officials, related private industry, and the general public. The incumbent has frequent contact within the Department of Interior with the Office of the Solicitor and with the U. S. Attorney in the

Department of Justice regarding electronic evidence. The incumbent interacts with computer forensic specialists internal and external to OLE.

**Factor 7. Purpose of Contacts.**

Contacts are for the purpose of obtaining and sharing information on investigations and other law enforcement activities related to electronic evidence. Contacts are also for the purpose of persuading, influencing, and ensuring understanding of and compliance with related laws and regulations, particularly those related to computer and computerized evidence seizure, collection, preservation and control. Contacts include providing testimony in legal proceedings and presenting investigation reports and to provide forensic support through the scientific analysis of electronic evidence.

The incumbent provides advice and guidance to investigators regarding electronic evidence and to management regarding needed technology investments.

**Factor 8. Physical Demands.**

The work is primarily sedentary in nature. The work may require travel to sites of investigation for crime scene searches concerning electronic evidence.

**Factor 9. Work Environment.**

Work is typically in an office but may require work at the sites of investigations.